



NEW HEADQUARTERS BUILDING FINAL DESIGN PRESENTATION

SCOPE OF WORK

I. GENERAL

A graphic presentation is to be produced for briefing each individual office that will move to the new headquarters building. The presentation shall provide a comprehensive view of the new building from the general plans to specific details.

II. CRITERIA FOR PRESENTATION

The presentation shall include a brief history and concept review. This shall include high level descriptions of the site in terms parking lots, powerhouse, and access centers. Design parameters such as schedule, budget, and square footage shall be outlined.

A section shall be devoted to to design highlights such as rfi shielding, office access flooring, landscape partitioning, and computer centers.

A final section shall be tailored specifically for each office. The office layout shall be shown to the branch level. Information that would be of interest to each individual office shall be highlighted such as location of information service centers, Wang rooms, conference rooms, nearest DAC, gymnasium, and cafeteria.

A summary will be prepared by the Government to provide supplementary information pertaining to move-in schedules, construction status, and future plans.

III. SCHEDULE AND MEDIA REQUIREMENTS

The first presentation shall be OTS and will be required no later than 9 May 1986. The remainder of offices will be required not later than 30 May 1986. A 60% progress review of the first presentation will be 2 May 1986 at SH&G. The presentation shall be for slide presentation with handout packages designed for a typical occupant of the new building. The handout package might include such things as a fact sheet, an isometric display of the floors with the office designations, highlights of areas of interest, and renderings of three types of workstations.

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